SMS Order Status Report (261)

A new report is available to review the status of SMS orders. The new report is "261 - Order Status Report". This report is run by selecting the RPT Report Function on the SMS main menu and then selecting the R31-Batch Report Selection. You can also key 'R31' in FN:___ on the main menu.

Flexibility has been provided to select orders based on the ordering or receiving area/region/ division/ territory sales level and to select shipped or open orders based on the time period you want to review. You also may select orders for a specific item, account, territory, division or employee ID.

Eventually, we envision this report being used to replace shipping memos that are mailed for each order. This fall we plan to provide report scheduling capability for the Field.

In conversations with Field personnel, there will be miscellaneous uses for the report, such as a recap of orders for Division Managers or providing a recap of orders entered for a Rep during the week.

The following menu is presented with options to select parameters for the report:

```
R31 NASR3110            SALES MATERIALS SYSTEM            08/14/95 14:31
PROD 050 A              ORDER STATUS REPORT               FN: ___

                 SELECT ONE OR BOTH OF THE FOLLOWING
        SHIPPED ORDERS ___                  OPEN ORDERS ___
        Days Back ___ (Max 180)             Days Back ___ (Max 730)
        (based on ship date)                 (based on date entered)
                                            Days Forward _____ (Max 210)
                                             (based on fut/est del date)

ONE and ONLY ONE of the following is required.
ORDERING AREA/REG/DIV/TERR : _____
RECEIVING AREA/REG/DIV/TERR: _____
Additional options
ITEM NUMBER: ............ ______
SHIPPING DESTINATION: (SELECT ONE)
   ACCOUNT NUMBER:      ___     (SIS ACCOUNT NUMBER)
   TERRITORY:         ______    (TERR. NUMBER FOR SALES REP. WHSE)
   DIVISION OFFICE:   ______    (REG/DIV NUMBER)
   SALES-PERSON:      ______    (EMPLOYEE NUMBER)

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Quit  Retrn                               Submt      View  Main
```

1. The report is selected based on either the ordering or receiving sales level of the order:

   - <u>Ordering area/region/division or territory</u>

   - The sales level that entered the order
   - Wildcards such as 2126xx can be used to select all 2126 division or territory placed orders
   - To select all orders from an ROU office, select a value such as 5410xx

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- Receiving area/region/division or territory

- The sales level that receives the order
- A receiving territory would include shipments to the territory and also any accounts or employees in the territory
- For shipments to accounts or employees, the system determines the territory sales level assignment.

- Wildcards such as 2126xx can be used to select any 2126 division or territory that receives the order.
- To see all orders going to the division office 2126 and every 2126 territory, enter '2126xx' in the 'Receiving a/r/d/t' field.
- To select orders to be received by a particular account, territory, division office or sales person in 2126xx:
  - Enter '2126xx' in the 'Receiving a/r/d/t field
  - Then input the corresponding shipping destination desired

2. The orders are selected based on a specific selection or a combination of 3 options:

Selection	Based On	No of Days
Shipped orders	Ship date	0 - 180
Open orders	Enter date	0 - 730 days back
Open orders	Future delivery date	0 - 210 days forward Estimated delivery date

* Shipped orders - orders where all items have shipped or partial shipments
* Open orders - all items for order have not shipped (may be a future order, order in enter/ backorder status or partial order)
* 0 days - indicates today's date

3. Item Number (Optional) - Select orders with a particular item number. Also specify the other order selection criteria (shipped/open order days; ordering/receiving sales level and shipping destination (optional).

4. Shipping Destination (Optional) - Specify a specific receiving account, territory, division office or sales person for the ordering or receiving level specified:

- If '2126xx' is in the 'Receiving' a/r/d/t field
- Account number '098555' can be entered to see only orders being shipped to account 098555.

- **Note:** The Shipping Destination Territory selection shows only shipments to the territory sales level and would not include territory accounts and employees.

5. On-line Help - Help documentation has been provided on-line. On any of the R31 input fields for report 261 hit 'PF1' to review help information. Help has been organized as follows:

- Shipped orders and days back
- Open orders and days back and/or days forward
- Ordering region/division
- Receiving region/division
- Additional option - SIS account number
- Additional option - territory
- Additional option - division office
- Additional option - sales person

Source: https://www.industrydocuments.ucsf.edu/docs/knjy0000

August
RJR Promotional Schedule

Account Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
Arrive																																
Pack																																
Ship																																
Submit Pymt Req																																
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